



**UNIVERSITY OF SANTO TOMAS**  
**OFFICE OF THE SECRETARY-GENERAL**

**VISITOR'S INFORMATION SHEET**

Name of Guest/Visitor: \_\_\_\_\_

Designation: \_\_\_\_\_

Institution/Organization/Company: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Activity/Title of the Program: \_\_\_\_\_

Venue: \_\_\_\_\_

Schedule:

DATE

TIME

From

To

**REQUEST: (Check the boxes provided)**

- Gate Pass
- Number of parking spaces: \_\_\_\_\_
- Number of UST Information Materials: \_\_\_\_\_
- UST Video Documentary (Viewing)
- University Tour
- Press Release
- Others (please specify): \_\_\_\_\_

**ARRIVAL:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Car/s: \_\_\_\_\_ Plate Number/s: \_\_\_\_\_

**APPROVED BY:**

**REQUESTED BY:**

\_\_\_\_\_  
*Secretary-General*

\_\_\_\_\_  
*Signature over Printed Name*

\_\_\_\_\_  
*Office/Department/Organization*

## **GUIDELINES**

1. This form should be filed at least two weeks before the scheduled event.
2. To officially receive the guest/visitor to the University, a designated University administrative and/or academic official will meet him/her at the venue.
3. The visitor should be asked to sign the official University Guest Book provided by the Office of the Secretary-General.
4. The request for a University Tour should include information as to the allotted time for the tour.
5. The request for a Press Release should be accompanied by all necessary information on the event.
6. If there are members of the media accompanying the guest, please state in this form the number of the members of the delegation for preparation of the media kit, if necessary.
7. A Gate Pass is issued only to special guests. It is suggested that the request for it should include the plate number of the vehicle to be used by the guest.
8. The organizer shall be held responsible for any loss or damage to and destruction of UST property and facility.
9. The University of Santo Tomas reserves the right to deny request or withdraw permit of event if that activity is not in keeping with the mission of the University.